



TRANSFER OPPORTUNITY

For Current State Employees

Legal Secretary

San Francisco

Recruitment and Retention Differential Pay Area

Department of Industrial Relations

Office of the Director, Legal unit

Position: Legal Secretary Range A \$2839.00-\$3450.00
Range B \$2981.00-\$3623.00

Location: 455 Golden Gate Ave., S.F., CA 94102

Duties: Under the general supervision of the Legal Support Supervisor, the LSA will independently and effectively work for three to five attorneys. Using Microsoft Word transcribe from dictated material or handwritten work a variety of legal correspondence, petitions, briefs, answers, writs, subpoenas, motions depositions, orders, promissory notes, compromise and release agreements, etc. Maintain files, answer telephones and respond to request for information, and perform other duties as required.

Anyone eligible for transfer or training and development assignment (T&D) to the above class may apply by sending a standard State (Form STD 678) to:

Department of Industrial Relations
P.O. Box 420603
San Francisco, CA 94142
Attention: Terry Stevenson
Telephone: (415) 703-4381
CALNET 593-4381

Submit application by **October 13, 2005 or until filled.**

Applications will be reviewed and interviews may be scheduled subsequently.

CALIFORNIA STATE GOVERNMENT -AN AFFIRMATIVE ACTION EMPLOYER-EQUAL OPPORTUNITY TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE OR SEXUAL ORIENTATION.